

ELECTRONIC MEMORANDUM

TO: Human Resources Directors of All State Agencies, Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins

DATE: July 18, 2014

SUBJECT: Call Back Communication

Last August, a communication was sent from the State Human Resources Division and SCEIS regarding how to record “Call Back” hours. SHRD requested that agencies using “Call Back” record both the regular attendance hours code (1000) as well as the call back attendance hours code (1001) for any time worked as call back. This process was recommended to avoid missing time for employees as well as to ensure that the system would generate Holiday Comp time for those who worked call back hours on a holiday. If “Call Back” takes an employee into an overtime status, there would, however, be a greater amount of comp time calculated – or an overpayment created if the employee is overtime paid eligible.

Because of the amount of comp time accrual and overtime pay created when using both codes, it is now recommended to key only the call back attendance hours (1001) for any call back hours worked.

Attached are six (6) scenarios that demonstrate what the “Call Back” will look like on the Timesheet, in the Pay Results, and in the Leave Accrual, if applicable.